Standard 4: Resources and Support Systems

November 9, 2011

2:30 PM

Members present: Susan Riebsame, Amber Sargent, David Koos, Chuck Kelly, Roxanne Lestrange

**Standard 4.1**

Credentials –Teachers, support staff, hired, reviewed, in servicing

* Hiring and Retention
* Special Certifications

**Action Item: Susan to follow up with Linda Meyers and Tom Armstrong**

**Amanda to check Advance Ed. Folder**

Registration Procedures

**Action Item: Susan and Roxanne will review and discuss**

Teacher Selection – Master Schedule

* What we have done.
* What we are going to do this year.
* Student-teacher ratio policy (Check w? Tom Armstrong)

**Action items: Check with Tom Armstrong and Candace Terry on this.**

Department meetings from previous years and this year.

**Action Item: Chuck will check with Tom Armstrong**

Increased Staffing Needs for MCC

* ESOL Job Descriptions
  + Missy Valencia
  + Ohmed Danesh
  + Edwin
* Support Staff
  + Eddie Edwards – Teaching-Discipline
  + Rob Terry – Technology
  + Saint Frances Academy
  + Custodial
  + Coaching
  + Music – Lee Ramano

**Standard 4.2**

Instructional time

Resources/Materials

Purpose/Direction of School

Adding 8th period

Summary statement why went this way

Increase fine arts program

Create opportunity for students to engage in fine arts

Accelerated Math

Do we need a statement why we went this route?

Why chose or how funded

Accelerated Math introduced into math program to strengthen program

**Action Item: Chuck follow up with Jim Ziarno**

Fiber optic lines to convent

**Action Item: Chuck to follow up with Rob**

More than just server updates

Updated email/server/convent

**Action Item: Dave to write up his classroom upgrades that is to be model for other classrooms in N building**

**Action Item: Roxanne to find presentations from small group meetings and summarize**

**Student Advisory Group, Council of Advisors, Master Planning Committee, Academic Meetings**

Statement about business functions move to central location

AD, President, Host Family Coordinator, Communications, Public Relations, Admissions

**Action Item: Chuck to follow up with Teri on what documentation actually need to provide**

**Action Item: Chuck to find out past/future technology changes with Rob then to Mr. Burke**

**Standard 4.3**

**Action Item: Roxanne to talk to Shawn about:**

**M Building, Back Patio, Practice Fields, Training for Maintenance Personnel, Convent, landscaping update court yard, maintenance schedule, staff schedule (during/after school)**

**Action Item: Susan to check for old maintenance request form**

**Action Item: Dave to talk to Janet about Media Center services/equipment**

**Action Item: Chuck talk to Mr. Armstrong about fire inspections/fire drills/ teacher reports/emergency procedures/defib?/safety committee/CPR Training**

**Action Item: Dave talk to Sandor about CPR Training**

CJ Townsend-Palm Bay extinguisher at in-service

In-service form?

**Standard 4.4**

**Action Item: Dave email teachers to find out what websites they use and also when they are available to students**

This information should be on dept pages of each teacher

Shea-instructional technology from in-service maybe Kathy has

Honor society tutoring/media center availability/Tuesday & Thursday study hall

**Action Item: Dave see Judy for documented computer lab usage**

Next Meeting in December